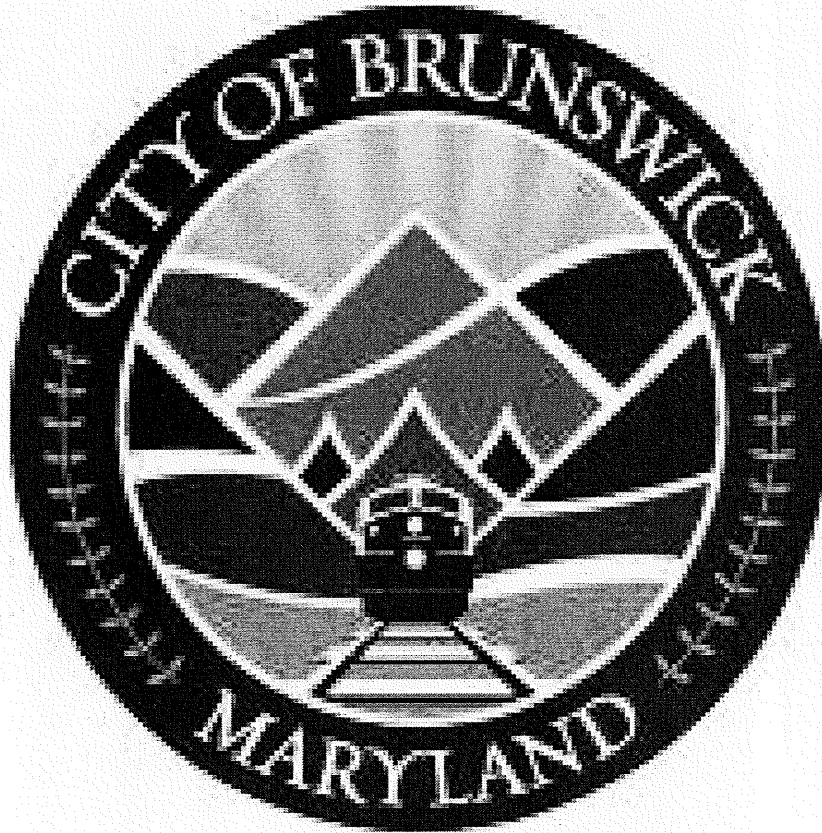


City of Brunswick



Personnel Regulations

Amended and Approved

February 2009

CITY OF BRUNSWICK
PERSONNEL REGULATIONS

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Approved by Mayor and Council June 18, 1991

Revised
April 1992
August 2003
February 2009

1. This manual supersedes any prior policy or personnel documents.
2. This manual is not a contract. Nothing herein, regardless of its wording, constitutes a contract or an offer of a contract between the City and anyone or all of its employees. Nothing in these policies should be construed as a contract of employment.
3. Employees are hired on an "At Will" status and may be discharged or dismissed at any time, for any reason, or no reason.
4. No employee or representative of the City is authorized to enter into any agreement of employment for any specific period of time or to make any agreement contrary to the "At Will" employment relationship that exists between the City and its employees, nor any other provision of this manual except by authorization of the Mayor and Council.
5. The City reserves the right to terminate employment at any time.
6. The provisions and policies of this document may be changed or amended with a $\frac{2}{3}$'s majority vote of Mayor and Council.
7. The City supports full compliance with Federal statutes governing the conduct of business regarding criminal violations of Federal health and safety laws, penalties for the offering of bribes, and making false reports.
8. Each employee and newly hired employees will receive a copy of the rules and regulations of the City.

**PERSONNEL POLICIES
of the
CITY OF BRUNSWICK**

SECTION I: General Provisions

- 1.1 It is the responsibility of the Mayor and Council of Brunswick to ensure that all employees are treated in a fair and equitable manner. The purpose of these policies is to establish guidelines to promote harmonious working relations between the City government and its employees.
- 1.2 Fair Employment Practices: All appointments, promotions, demotions, separations, and other employment transactions in the City service, will be made on the basis of merit and fitness without regard to race, color, sex, age, place of national origin, physical disability, or political or religious affiliation.
- 1.3 Personnel Officer: The City Administrator is the Personnel Officer of the City, and is charged with placing into effect these rules and regulations. The implementation of these policies is the responsibility of each supervisor. Exceptions to these procedures must be brought to the attention of the Administrator with final approval being the Mayor and Council.

SECTION II: Recruitment, Selection, and Promotion

2.1 Notice of Vacancy: Notice of vacancies within the classified services may be made by placing an advertisement in a newspaper of local circulation at least one time and by posting notice of such vacancy at City Hall, and by such other means as the City Administrator may deem appropriate to publicize the opportunity of employment. If a vacancy in the classified service is to be filled through promotion, or through the use of an existing employment list, established pursuant to this section, then notice of the vacancy will not be required. In all other cases, the position will not be filled until five calendar days following publication of notice in a newspaper in local circulation and until notice of the vacancy has been posted at City Hall for a period of five consecutive days.

2.2 Application: Application for City employment will be made on forms provided by the City. Resumes, letters of reference, and other material which may assist in determining the ability of the applicant may be submitted with an application for employment. All applications for employment, together with any accompanying materials, become the property of the City, and will not be returned to the applicant unless arrangements for such return are made at the time of application. Applications for City employment will be retained on file by the City Administrator for a period of 90 days or for so long as the name of the applicant remains on an active employment list, whichever shall be longer.

2.3 Selection: When applicable notice requirements as provided in Paragraph 2.1 above have been met, the City Administrator will provide the applications to the appropriate supervisor for review and scheduling of an interview of those individuals who meet the criteria of the vacant position. Final approval of selection will be made by the Mayor and Council.

2.4 Promotional Procedure: When vacancies occur in positions above the entry level in the classified service, the Mayor and City Council may elect to fill the vacancy through internal promotion. In such cases, notice need not be placed in a newspaper of local circulation and posted notices of the vacancy will bear the notation "Promotional Opportunity." Notice of promotional opportunities will be made by posting a notice as described in Paragraph 2.1 at City Hall and other places of work, and by such other means as the City Administrator may deem appropriate. Application, selection, and employment list procedures will be handled in the manner set forth in Paragraphs 2.2, 2.3, and 2.4, except that the employment list will be designated "Promotional Employment List."

2.5 Probation: All initial and promotional appointments will be tentative and subject to a probationary period of not less than six months successful service. The Mayor and Council may establish a longer probationary period for specified classes. The probationary period will be utilized for closely observing the employee's work and for determining the most effective adjustment of a new employee to a position. During the probationary period, an employee may be dismissed at any time without a statement of cause and without the right of appeal.

SECTION III: Classification Plan

3.1 Preparation of Plan: The City Administrator will develop in coordination with department supervisors the duties and responsibilities of all positions in the classified service and will recommend a classification plan for such positions with advice and consent of the Mayor and Council. The classification plan will consist of classes of positions in the classified service's defined by class specifications, including job titles. The classification plan will be developed and maintained so that all positions substantially similar with respect to duties, responsibilities, authority, and character of work are included within the same class, and that the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class.

3.2 Adoption, Amendment, and Revision of Plan: The classification plan will be adopted and may be amended from time to time by the Mayor and Council. At the time of consideration any interested party may appear and be heard. Amendments and revisions of the plan may be suggested to the City Council by an interested party including employees of the City, and will be submitted in writing to the City Council through the City Administrator.

3.3 Allocation of Positions: Following the adoption of the classification plan, the City Administrator, in coordination with the department supervisor concerned, will identify each employee to one of the classes established by the plan.

3.4 New Positions: When a new position is created, the classification plan will be amended to provide there for, and an appropriate employment list will be established for such position.

3.5 Reclassification: Positions, the duties of which have changed materially so as to necessitate reclassification, will be reviewed by the City Administrator. All reclassifications must be approved by the Mayor and Council.

3.6 Temporary or Seasonal Positions: Defined as a position that fills a short-term need that is not expected to last more than one year. This is not a permanent position, thus has no employee status, i.e., fringe benefits, promotions, annual salary increases, transfer to other positions, etc.

3.7 Employee: Defined as a full-time or part-time position that fills a need for more than one year. Benefits will be offered as detailed in section v.

3.8 Full-time employee will be defined as 40 hours per week.

3.9 Terminal leave will be defined as leave used prior to and leading up to a retirement, resignation, dismissal, or termination dates.

3.10 Employees are prohibited from using terminal leave.

SECTION IV: Pay Plan

4.1 Preparation of Plan: The City Administrator will prepare a pay plan covering all positions in the classified service with the advice and consent of Mayor and Council.

In arriving at salary rates or ranges, consideration will be given to prevailing rates of pay and working conditions for comparable work in other public and in private employment, to current costs of living, to recommendations of department heads, to the City's financial position and policies, and to other relevant factors. The plan will include provisions for compensation of overtime and holiday work.

4.2 Adoption of Plan: The pay plan will be adopted at the same time the annual budgets are adopted by the City Council. Amendments and revisions of the plan may be suggested to the City Council by any interested party including any City employee, and will be submitted to the City Council in writing through the City Administrator.

4.2a Pay Plan: Hourly Employees

1. Holidays, vacation leave, compensatory leave, and emergency overtime are considered time worked, sick leave is not considered time worked.
2. The City reserves the right to alter employees' shift, i.e., changes in hours and/or days worked, to accommodate job requirements.
3. Payroll Period: Every two weeks, Monday through Sunday.
4. Shift Work: No special compensation.
5. Saturday/Sunday Work: Regular scheduled workday - no additional compensation. Non-scheduled workday - overtime pay or compensatory time, as detailed in this manual.
6. Overtime Pay: More than 40 hours in a pay week - 1 ½ times or 1 ½ hours of compensatory time for every overtime hour worked.
7. Emergency Overtime - More than 40 hours in a week - 1 ½ times or 1 ½ hours of compensatory time for every overtime hour worked

Emergency overtime is defined as approved hours worked beyond 40 hours a week due to inadvertent, exigent situations requiring immediate action, including but not limited to, water and sewer leaks, uncovered shifts in consequential departments, etc.

8. Work on non a scheduled workday - Must work 40 regular hours in a pay week to be entitled to one 1 ½ times or one 1 ½ hour of compensatory time.

9. Absence and overtime on same day - straight time up to eight hours worked, more than eight hours worked overtime pay or compensatory time.

10. Continuous hours from one workday to next workday - 1 ½ time for overtime hours, additional ½ time for continuous hours during next day regular shift.

11. Holiday Pay:

Non-scheduled workday (not worked): Substitute holiday at a later date.

Non a scheduled workday (worked): one and one-half times and another day off, or holiday pay (regular pay plus one and one-half times).

Scheduled workday (not worked): Eight hours holiday leave.

Scheduled workday (worked): One and one-half times up to eight hours and eight hours holiday pay; more than eight hours - one and one-half times.

Compensatory time in lieu of overtime pay for working on a holiday is 1-1/2 times the actual hours worked.

At the discretion of the supervisor, an employee may be given up to 2 hours of "other absence" in order to give the employee a full day off for working a minimum of 4 hours overtime on a holiday.

12. Compensatory Time: In Lieu of Overtime Pay employees may acquire one and one-half hours (1 ½) of compensatory time for every overtime hour worked.

Compensatory time for emergency call-in will be 1-1/2 times the actual hours worked, or 3 hours, whichever is greater.

Unused compensatory time will not be paid at time of separation from City employment.

Compensatory time must be used within 60 days of accrual. Exceptions must be approved by department head with Mayor's concurrence. Employees may not carry over a maximum of 80 hours from one pay period to the next, without supervisory approval.

All amounts in excess of 80 hours at the end of the calendar year will be paid in the month of January.

13. Emergency call-in: Employees notified before or after normal worked hours for emergency work, rate of pay is 1 ½ times for all or hours worked.

Minimum of three hours overtime will be paid for an emergency call-in. Only one emergency call-in payment in any one workday will be paid. Emergency call-in can be on a scheduled or non-scheduled workday. Court appearances are not considered as emergency call-in.

14. Travel/Tolls/Parking: Reimbursement for using personal vehicle while on City business: The City may reimburse for mileage in excess of employee's normal commute at a rate comparable to the Maryland state prevailing rate, as well as costs for tolls and parking (receipts required). Supervisory pre-approval is required. The trip must be necessary for City business and City vehicles are unavailable.

15. Weekend Duty: Paid for all hours worked at overtime rate or compensatory time in lieu of overtime payment. Emergency call-in payment does not apply.

16. On-Call: On-Call status is the period of time that an employee must be available to handle job responsibilities during off hours. A stipend of \$50.00 per on-call week will be paid to the employee on call.¹

4.2b Pay Plan - Salaried Employees

1. The City reserves the right to alter employees' shift, e.g., changes in hours and/or days worked, to accommodate job requirements.

2. Payroll Period: Every two weeks

3. Shift Work: No special compensation.

4. Saturday/Sunday Work: Regular scheduled or non-scheduled work day - No additional compensation.

5. Overtime hours: No additional compensation.

6. Holiday Pay: No additional compensation if worked.

7. Management Directed Time Off: As a guide, one-half hour of time off will be allowed for every hour of overtime worked, to be approved in advance by the Mayor. No payment at time of separation from employment. Will be authorized on an annual basis.

8. Emergency call-in: No additional compensation.

¹Approved October 23, 2001 by Mayor and Council

9. Travel /Tolls /Parking: Reimbursement for using personal vehicles while on City business: The City may reimburse for mileage in excess of employee's normal commute at a rate, comparable to the Maryland state prevailing rate, as well as costs for tolls and parking (receipts required). Supervisory preapproval is required. The trip must be necessary for City business and City vehicles are unavailable.

10. Weekend Duty (On Call): No additional compensation.

11. Recording of Overtime/Absentee Hours

0 - 6 min. = .1 hr.	31 - 36 min. = .6 hr.
7 - 12 min. = .2 hr.	37 - 42 min. = .7 hr.
13 - 18 min. = .3 hr.	43 - 48 min. = .8 hr.
19 - 24 min. = .4 hr.	49 - 54 min. = .9 hr.
25 - 30 min. = .5 hr.	55 - 60 min. = 1.0 hr.

4.2c Pay Plan - Police Department Hourly Employees

Attached and incorporated herein

SECTION V: Fringe Benefits

5.1 Prorated Benefits: Part-time employees (working less than 80 hours per pay period) or on leave without pay will be considered for prorated benefits. This includes but not limited to, benefit contributions, accrued leave, holiday compensation, etc.

5.2 Temporary positions as defined in Section II, 2.6, are not entitled to fringe benefits.

5.3 Health Insurance: Employees will be covered under the City's group insurance program. The cost for employees and their dependents will be determined by the Mayor and Council and paid by payroll deduction. This plan will provide health, accident, vision, prescription drug coverage, dental, and life insurance coverage to the employee. The employee's dependents will be eligible for this coverage if not covered under another insurance plan. Prorated benefits will be applied as detailed in the manual.

When more than one family member is employed with the city under the same policy, the less costly member will be the enrollee.

Employees upon reaching the eligible age for medicare coverage must enroll in available plans.

5.4 Workers Compensation Insurance: All City employees are covered by this form of insurance at no cost to the employee. Workers' compensation provides medical and

hospitalization expense benefits, as well as partial payments in lieu of salary for workers injured on the job.

5.5 Sick Leave: Full time employees who become ill, or are injured away from work are entitled to sick leave with full pay for varying amounts of time depending on the employee's length of service. Employees injured while being employed or compensated by another employer is not entitled to sick leave. Full-time employees accrue sick leave at the rate of two hours per week:

Sick leave is a privilege granted by the City so that an illness or injury will not impose a great financial hardship on employees. It is not a form of additional vacation leave, and will not be paid in cash upon separation. Misuse of sick leave is cause for disciplinary action as provided in Section 7 of these regulations. If three or more days of consecutive sick leave are taken, a doctor's slip is required upon return. If the employee does not provide a doctor's slip, the days not worked will be leave without pay. When an employee has a doctor's appointment for a physical examination or for preventive care, the employee has the option of using sick or annual leave. When an employee has an immediate family member (spouse, dependent child, or other dependent in household) who is ill, the employee has the option of using sick or annual leave. Supervisors will use discretion as to the amount of time being requested. Unused sick leave can be carried over to the following year, with no maximum limit on sick leave carried over.

When an employee is off from work and not receiving any regular and/or leave pay, no further sick leave will accrue until said employee returns to regular work status. Sick leave will only accrue based on paid hours to employees. Unpaid hours do not accrue any leave.

Upon returning from sick leave a supervisor may request a doctor's fit-for-duty certification. If certification states employee cannot perform to 100% capacity, the City may assign to other duties. In the case of a permanent disability the City may place an employee in a position where they are capable of performing in a 100% capacity. The City is under no obligation to offer these options and will only do when an option is mutually beneficial to both the employee and the City.

5.6 Vacation Leave: Vacation leave for full time employees is accrued at the rate of two hours per week for the first three years of continuous service, three hours per week for continuous service during the 4th through 15th year, and four hours per week after the completion of 15 years continuous service. Although an employee may continue to accrue vacation leave during the calendar year, only a maximum of 240 hours may be carried on the employee's vacation leave record from one calendar year into the next. Employees will not be compensated for unused vacation leave in excess of 240 hours at the end of the calendar year. Dismisses employees will not be paid for accrued vacation time or compensatory time.

When an employee is off from work and not receiving any regular and/or leave pay, no

further vacation leave will accrue until said employee returns to regular work status. Vacation leave will only accrue based on paid hours to employees. Unpaid hours do not accrue any leave.

5.7 Scheduling of Vacation Leave: The operation of the City must be considered by the Department Heads with regard to scheduling vacation leave; however, supervisors are directed to give as much consideration as possible to employees' desires in this matter.

5.8 Holidays: The City observes the following holidays:

1. New Year's Day
2. President's Day
3. Memorial Day
4. Independence Day
5. Martin Luther King's Birthday
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Christmas Day

FULL TIME EMPLOYEES, AS DEFINED IN 4.2, will receive pay for 10 holidays. There will be nine designated holidays and one (1) optional holiday to be taken at the choice of the City employee and concurrence of the supervisor. In the years where there is a national election, an extra holiday will be granted.

5.9 Military Leave: Military leave will be granted to full-time employees who are required to participate in annual training for the National Guard or reserve unit. The employee has the option of using his/her annual leave and retain the military pay or be granted leave of absence without pay, but the City will make up the difference, if any, between the military pay and the employee's regular salary. Employees called to active duty will be paid their unused annual leave (optional) and compensatory time (optional) on their last day worked. No regular salary will be paid while an employee is on active duty. The employee's position will be retained, or an equivalent position made available, if the employee makes a written request to return to work within 30 days of release from active duty.

5.10 Miscellaneous Leave: In cases of special hardships, or in other cases not provided for in these regulations, Department Heads may grant short-term leave with or without pay. Examples of such leave include, but are not limited to:

1. Jury duty (with pay).
2. Appearance in court as a witness under a subpoena.
3. Bereavement Leave up to 3 days to attend the funeral of a member of the employee's immediate family (including mother-in-law, father-in-law, stepmother, stepfather, stepchildren, and legal guardian.)

4. Absence to attend an authorized course of instruction directly related to the employee's duties.

All such leaves are a privilege. Disapprovals may be appealed to the Mayor and Council.

5.11 Paid Pension Plan: Employees will be enrolled in the Maryland State Pension System.

5.12 Uniforms will be furnished to the Public Works, Police and Water/Wastewater Departments. Employees are responsible for an accounting for all uniforms issued. Employees must wear issued uniforms.

5.13 Employees and their immediate family (living in the household) will receive annual passes to the City Pool.

5.14 Employees and their immediate family (living in the household) may have use of the Campsite up to a maximum of 30 days per year. Holidays and holiday weekends are excluded.

5.15 Leave Transfer Program - Allows employees to transfer (donate) annual, sick, and compensatory time to a leave bank for use by any full time employee who has exhausted all leave due to SERIOUS illness. The receiving employee must submit a statement by the attending physician, attesting to the nature and extent of serious illness or disability. Department Heads, with concurrence of Mayor, may approve request. Transferred leave will be approved as needed. Once approved unused transferred leave will be lost. Employees may not use more than 680 hours per calendar year. Employees may withdraw donation at any time prior to use by a receiving employee. This request must be made in writing to the City Administrator.

Serious illness is defined as an illness or temporary disability preventing employee from performing duties as detailed in their job description.

5.16 Tuition Reimbursement

Full time employees may be reimbursed for tuition under the following conditions:

1. Funds are budgeted for tuition expenses
2. The course, class, or training is job related
3. Employees must reimburse the city if leaving employment within two years of completion date of the course or training.
4. Requests for reimbursement must be submitted prior to the beginning date for the course or training.

5. Employee must receive a grade of C or above to be consider for reimbursement.
6. The maximum allowable reimbursement will be \$500 per semester per employee.

SECTION VI: Conditions of Employment

- 6.1 Citizenship: All City employees must be citizens of the United States of America, either by birth or by naturalization, as required by State Law.
- 6.2 Political Activity Prohibited: Employees are prohibited from engaging in any political activity while on City property and working on the job.
- 6.3 Solicitation of Political Support Prohibited: No elected or appointed officer of the City will solicit any contributions in cash or services from any City employee for any political purpose, or suggest or require any employee to support any candidate for public office.
- 6.4 Use of City Accounts: The use of City accounts for purchasing items of equipment or use of City services for personal use is strictly prohibited.

SECTION VII: Disciplinary Action

- 7.1 Disciplinary actions include: reprimands, suspensions, demotions, and dismissals. Disciplinary actions are to be documented in the employee's personnel file.
- 7.2 Grounds for such actions include, but are not necessarily limited to the following:
 1. Falsification of application for employment.
 2. Chronic absenteeism.
 3. Chronic tardiness.
 4. Insubordination.
 5. Unsatisfactory performance of assigned duties.
 6. Prohibited political activities.
 7. Abuse of City assets, or theft of City property.
 8. Discrimination on the part of an employee against any employee on the basis of race, color, sex, place of national origin, political or religious affiliations, or personal dislike.
 9. Any action, on or off the job, tending to bring discredit to the City.
 10. Violation of any section of these regulations.
 11. Conviction of a felony while employed with the City.
 12. Working on City property or working on the job while under the influence of or use of any intoxicating beverages, narcotics, drugs or controlled dangerous substances not prescribed by a doctor.

7.3 Responsibility of Department Supervisors:

Department supervisors will have the authority and responsibility to discipline employees after documented investigation. Department heads may suspend employees for periods up to three working days. Concurrence of the Mayor is required.

The department head may recommend longer periods of suspension, as well as demotion or dismissal to the Mayor and City Council. Final removal from employment rests with the Mayor, with concurrence of the Council consistent with established grievance procedures.

SECTION VIII: Grievance Procedures

8.1 The purpose of this section is to promote effective employer-employee relations by establishing grievance procedures which provide a full and fair hearing of employee dissatisfactions, and to assure employees of freedom from reprisal as a result of pursuing a grievance. It is also the goal of this procedure to resolve grievances at the supervisory level, and provide that appeals will be conducted as informally as possible.

8.2 Matters subject to Grievance Procedure:

Any employee in the classified service may appeal, through the grievance procedure, decisions affecting his/her employment with the following exceptions:

1. The Content and Structure of the Classification Plan. The employee may appeal his/her allocation to a given class.
2. Content and Structure of the Pay Plan. An employee may appeal the denial of a pay increase or a demotion.
3. Matters related to the general goals of the City, work techniques, the organization of departments, and other matters which are generally agreed to be the prerogative of the Mayor and Council.

8.3 Informal Grievance Procedure: An employee who has a concern or a complaint should first attempt to settle the matter through discussion with his/her immediate supervisor. If, after this discussion, the employee does not believe the matter has been satisfactorily resolved, he/she will have the right to discuss it with his/her department head.

Every effort should be made to find an acceptable solution by informal means at the lowest possible level of supervision. If the employee is dissatisfied with the result of the informal grievance procedures, he/she may file a formal grievance as provided in Section 8.4 below. Formal grievance procedures must be followed in matters relating to demotion, suspension or dismissal.

8.4 Formal Grievance Procedure:

1. Formal grievances will be presented in writing, and submitted to the employee's department head.
2. The grievance will state the nature of the action or decision which is being appealed, and the nature of the corrective action sought.
3. A formal grievance must be filed within 30 days of the date of the action or decision being appealed, unless the period of more than 30 days has been consumed in pursuit of solution through the informal grievance procedure.
4. The employee's department head will, within 15 calendar days, inform the employee of his/her decision regarding his/her grievance. This reply will be in writing, and will state the department head's decision and the reasons thereof. Copies of the employee's grievance and the department head's reply thereto will be forwarded to the City Administrator. The Mayor should be informed of all formal grievances.
5. If the employee does not agree with the department head's decision, the employee may present his/her appeal in writing to the Mayor and City Council through the City Administrator within 10 calendar days.
6. Within 15 calendar days of the date of receipt of an appeal, the Mayor and City Council will render their decision together with reasons therefor in writing to the employee.
7. In those cases involving suspension, demotion, or dismissal, an employee may request a special meeting so that his/her appeal can be presented to the Mayor and City Council. In these cases, the City Administrator will forward copies of all correspondence relevant to the appeal to the Mayor and City Council and request that it conduct a special meeting.
8. When requested to do so, the Mayor and City Council will schedule a closed meeting, and advise the employee concerned and the City Administrator of the time and place of the meeting. The special meeting will be conducted within 30 days of the date of request, but not less than 10 days following the date of notice of the time and place of the special meeting.

SECTION IX: SPECIAL POLICIES

9.1 Employees responding to emergency calls as volunteers to service organizations: City employees may be excused, with permission of their supervisor, to respond on the second call for fire and rescue emergencies.

9.2 Use of City telephones for personal phone calls are prohibited. Violation of this procedure may result in disciplinary action and/or deduction from individual's pay for the charges incurred.

9.3 Cellular Phone Use - Employees may be issued and required to utilize a cellular phone as terms of their employment. The use of is a privilege and may be revoked at any time. Except for emergency calls, employees should not use cellular phones while operating any city vehicle.

9.4 Reimbursement to the City may be required for loss of equipment or personal call use. Violations of this procedure may result in disciplinary action and/or deduction from individual's pay for the personal charges incurred.

9.5 Employees are expected to perform their duties at the highest possible level. To facilitate performing adequately, employees are prohibited from obtaining outside employment or activities that would impair their ability to perform as required.

9.6 The City has no prohibition against hiring relatives of employees. Close family members such as parents, spouses, siblings, or in-laws, will not be hired into, or transferred into positions where they are directly or indirectly supervised by another close family member.

9.7 Use of City Computers - Inappropriate or non-work related use of City computers use is prohibited, to include internet access, email, etc. Inappropriate use is defined as, but not limited to, viewing sites that contain sexual, subversive, or discriminatory content.

9.8 Employees are prohibited from using personally owned computers, peripherals, or storage devices on City premises.

SECTION X: Employee Job Descriptions

Incorporated by reference.

SECTION XI: Action Plans

1. The City Charter recognizes the rights of individuals in Section 16-48. (Nondiscriminating) The Mayor and Council of Brunswick prohibit discrimination against any employee, applicant for employment or individual with whom the Mayor and Council of Brunswick may contract for the provision of goods and on the basis of (1) political or religious affiliation, race, color, creed, or national origin, or (2) sex or age, except when sex or age constitutes a bona fide occupational qualification, or (3) the physical or mental disability of a qualified disabled individual. (Res. No. 3-88, 4-27-88) Policy attached and incorporated herein

2. Notification of employment in the City of Brunswick.

A. Any position advertised for hire will state that Brunswick is an Equal Opportunity

Employer.

B. Supervisors should be sensitive to an impartial interview techniques to protect the rights of interviewees.

3. Sexual harassment in the workplace is prohibited. Supervisors are responsible for counseling employees on this reporting such instances to the Mayor and Council. Policy attached and incorporated herein.

4. The key to Action Plans is that as a City we are proactive in ensuring execution of this plan in a professional manner.

5. The City's Action Plan Officer is the City Administrator.

SECTION XII: Retirement Policies /Procedures /Benefits

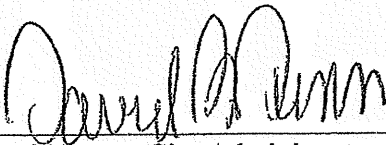
See applicable State retirement regulations.

SECTION XIII: Drug Abuse Policy

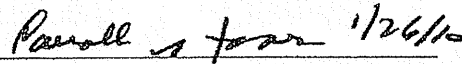
Incorporated by attachment (Appendix A)

SECTION XIV: Harassment Policy

Incorporated by attachment (Appendix B)



David Dunn, City Administrator



Carroll Jones, Mayor

PERSONNEL REGULATIONS ACCEPTANCE

This Personnel Regulations manual highlights the City's policies and procedures. This manual is not to be interpreted as a legal document or an employment contract. Employment with the City is at the sole discretion of the City and may be terminated with or without cause at any time and for any reason. Nothing in this Personnel Regulations manual constitutes an express or implied contract or assurance of continued employment, or implies that just cause is required for termination.

Received.

Employee Name (Print)

Employee Signature

Date